CHAPTER XXVII.

History of the Printing Department of the Government of Bombay.

Government Central Press, Bombay.

441. From about 1830 to 1871 all the Secretariat and headquarters printing work of Government was done at the branch presses attached to the various departments of the Secretariat, most of the miscellaneous work such as forms work, etc., being done at the Bombay Educational Society's press or other private presses. This procedure and state of things, however, did not meet the requirements of Government of those times and in October 1871, Government appointed a committee, the first of a long series of committees, to thoroughly look into the question and suggest a way which would tend to centralize the Government printing work on an economical systematic basis. The Committee after long deliberations recommended establishing a Central Press in place of the detached small printing units. Government accepted these recommendations and ordered the centralization of all printing including that of the *Bombay Government Gazette* at this new Government Central Press, Bombay. This press was then placed under an officer called, "Superintendent, Government Central Press" and was accommodated in the town barracks belonging to the military department. It took over the work formerly done by the Secretariat Branch presses, the Bombay Education Society's Press and other private presses. Each department of the Secretariat, however, retained for its urgent work a small press establishment of its own, consisting of two compositors, a proof reader and two press men and rollermen and those were also located in the town barracks alongside of the new Government Central Press. In the year 1873, when the new Secretariat building was completed all the Secretariat presses except the Public Works Department press, were consolidated into one press called the Secretariat press and housed in two rooms on the ground floor of the southern wing of the building. The establishment was strengthened from time to time in order to cope with the increase of work. The Secretariat Press establishment was under the supervision of the Superintendent, Government Central Press, from the beginning, and the press was treated as a part of the Government Central Press.

442. Before the introduction of the new system of printing the proceedings of the several departments of the Secretariat in the year 1898, the establishment of the Secretariat Press was considerably increased and in the year 1900, the total strength of that press rose to about 144. This press was maintained almost exclusively for the printing of Government resolutions, abstracts of proceedings, annual indexes, etc., for the different departments of the Secretariat. The new Government Central Press having been located at a distance of a few minutes walk from the Secretariat Press, it was suggested that the Secretariat Press should altogether be abolished and its work amalgamated with the Government

Central Press. This press was from its inception technically supervised by the Superintendent, Government Central Press, till about the year 1915-16, when at the recommendations of the sixth and the most important press committee appointed by Government in the year 1912, this press as well as the Public Works Department press were both finally placed completely under the control of the Superintendent, Government Central Press.

443. In the meantime, the town barracks building in which the Government Central Press was first located was required by the military department and as soon as the new Secretariat building was completed and occupied, Government ordered the Central Press to be shifted to the old Secretariat building duly modified to suit printing requirements. The move was made in March 1876 and the town barracks handed back to the military department. But as the state of the old Secretariat building was very unsatisfactory and its internal arrangements were quite unsuitable for a printing house, Government appointed a committee in the year 1881 to advise what should be done. The committee advised the improvement of the old building and the press remained where it was, till 1888. In the meantime the new building now occupied by the Elphinstone College was sanctioned and actually built for the press, but the printing press was never allowed to occupy it. As an alternative, the Central Press was shifted to the Hydraulic Press building, the old premises being sold by Government. This Hydraulic Press building was but a sorry substitute for the Elphinstone College building and, in spite of a large expenditure on repairs, remodelling and temporary additions from time to time, the provision of a satisfactory building for the Central Press remained a crying need.

444. In the year 1887, Government appointed another committee to advise whether the Central Press should be altogether abolished and all the printing and binding work of Government executed at this press transferred to private presses in Bombay. The detailed enquiries then conducted proved beyond doubt that private presses and firms were not in a position to economically undertake and execute the whole volume of work done at the Government Central Press. The proposal to abolish the Government Central Press was therefore abandoned.

445. In 1906, a fourth committee was appointed by Government to consider and report upon the following among other matters:—

(*i*) The saving which would result from the transfer of stock forms from the Central Press to the Yeravda Prison Press;

(*ii*) The transfer of the Central Press to Yeravda and also the transfer of a considerable part of the work to private presses.

Government issued orders on this report in 1907 and among other things, sanctioned the gradual transfer of stock forms to the Yeravda Prison Press.

446. In the year 1909, yet another (the fifth) Committee was appointed to consider the amalgamation of the Central Press with the Yeravda

Prison Press. The Committee recommended amalgamation as financially advantageous. The question, however, involved diverse aspects such as additional buildings at Yeravda, disposal of the buildings at Bombay, arrangements for the transfer, etc., and Government in passing orders on the committee's report called for some additional information on these points. Final orders were not passed till the sixth and the most important of all the press committees had reported in 1912. Government then decided that the scheme for the removal of the Central Press from Bombay to Yeravda and its amalgamation with the Yeravda Prison Press should be abandoned and that plans and estimates should be expeditiously prepared for a new Central Press at Bombay. The committee was appointed with a view to draw up a scheme indicating the exact nature and scope of the requirements of the new Government Central Press to be built in Bombay and incidentally to look into the distribution of the two presses on certain accepted principles. Mr. Cogswell, Controller of Printing and Stationery, who was then on his visit to Poona, was consulted by the committee. The committee's proposals and orders issued by Government and action taken by them are shown below side by side :—

Committee's Proposals.	Orders issued.	Action taken.
1. All book work and other printing work of a non-urgent character should be transferred from Bombay to a new non-Jail Press to be erected near the Yeravda Prison Press at a cost of Rs. 75,000.	The proposal was approved and plans and estimates called for, the item being provided for in the budget.	The new non-Jail press was not erected but the non-urgent work was transferred to the Yeravda Prison Press.
2. The Central Press building should be electrified and improved at a cost of Rs. 60,000 so as to accommodate all the Government Presses then existing in Bombay, viz. the Central Press, the Secretariat Press, the Public Works Department Press and the High Court Press, the last two ceasing to exist as separate presses.	This was also approved but in reference to the wishes of the High Court, its press was retained. Plans and estimates for the improvement and electrification of the Central Press building were also called for.	Part of the Central Press building collapsed later on and a temporary building on the Kennedy sea-face was sanctioned by Government in 1914.

Committee's Proposals.	Orders issued.	Action taken.
3. The appointment of Superintendent, Government Central Press, should be abolished and a new appointment of Superintendent, Government Printing should be created. The new officer should have control of the Central Press in Bombay as reconstituted and of the new press at Yeravda, and exercise in addition to these duties and subject, if necessary, to the orders of the Commissioner in Sind and Agent to the Governor, Kathiawar, respectively, general supervision over the Commissioner's Printing Press, Karachi, and the Agency Press, at Rajkot.	Approved subject to the sanction of the Government of India to the creation of the appointment. The Superintendent, Government Printing, should control the free press at Yeravda, the Government Central Press as reconstituted and also the High Court Press. Government left it to the Superintendent to decide about the transfer of suitable urgent work to Yeravda and similar work from the High Court to the Central Press at Bombay so that the work to be done at the High Court Press might be reduced to a minimum. The supervision of the presses at Karachi and Rajkot was left subject to the orders of the Commissioner in Sind and Agent to the Governor in Kathiawar, respectively.	Carried out (except as regards the new press at Yeravda).
4. The Superintendent, Government Printing, should have control of all arrangements for supplying paper to Government presses.	Approved subject to the purchasing of country paper through the Stationery Office as before during the contract period ending 1918.	Carried out.
5. The posts of Superintendent, Photozincographic department and certain other minor appointments at the press in Poona belonging to that department should be abolished and the press itself placed under the charge of the Superintendent, Government Printing.	(5) and (6) The Photozincographic Press was to be administratively subordinate to the Settlement Commissioner and commercially subordinate to the Superintendent, Government Printing. Form printing and other type work were to be transferred to Yeravda Prison Press subject to the approval of both the Settlement Commissioner and the Superintendent, Government Printing, doubtful cases being referred to Government, if in any case, the two officers did not agree. The Photozinco Press should not ordinarily undertake work for Indian States and semi-official bodies in competition with private presses. Only private work of a highly specialised character which is beyond the capacity of local private presses might be undertaken.	Carried out.
6. All form-printing work done at the press of the Photozincographic department should be transferred to Yeravda Prison Press.		

Committee's Proposals.	Orders issued.	Action taken.
7. The Government Book Depôt should be transferred to Poona.	Approved as accommodation became available there.	Carried out.
8. A special officer should be appointed tostandardize forms, which should then be transferred to Yeravda Prison Press.	Approved	First Mr. F. S. Jehangir and latterly Mr. P. R. Kapadia were placed on special duty in connection with the standardization of forms transferred to Yeravda Press.

447. Government thus modified the committee's recommendations in respect of the High Court Press and the Photozincographic Press and so to some extent reduced the financial benefits of the proposed scheme. But the measures approved were estimated to yield an annual saving of Rs. 30,000 and a considerable increase in efficiency of work. The post of the Superintendent, Government Printing, with headquarters at Poona was created with the approval of the Government of India and the printing department was put under his control in 1914. The superintendent was given, in addition to supervision over the different presses in the Province, charge of the supply of paper to the Government presses and to the Stationery office. He was also entrusted with the examination of the expenditure of officers throughout the Province on printing at private presses and on stationery with a view to checking the tendency of officers to buy from private presses forms and envelopes for which standard articles were available and with the duty of seeing that in cases where the employment of private presses was really needed, the rates charged were reasonable. The strict performance of this important duty has saved Government large sums of money every year.

448. The temporary building on the Kennedy Sea-face, which was sanctioned for the Central Press as an emergency measure while the hydraulic press building was being remodelled and overhauled after its collapse, was occupied in 1914. The remodelling and repairing of the hydraulic press building was held up on account of the out-break of war and the Central Press had to remain in the temporary building on the Kennedy Sea-face until 1927. The war also prevented the new non-jail press being built at Yeravda. During the next few years, progress was, however, made and the Public Works Department Press was abolished and the Secretariat Press was amalgamated with the Government Central Press. The non-urgent work was transferred to Yeravda Prison Press and the Book Depôt was also moved to Poona.

Finally Government decided to build a new Central Press at Bombay at Charni Road. The building was completed and occupied by the press in 1927. Thereafter the department was centralised and reorganised, all special forms and non-urgent book work which had been transferred to Yeravda Press was partly brought back and the necessary readjustments were made in the establishments at Bombay and the Yeravda Presses.

The headquarters of the Superintendent, Government Printing and Stationery, were also transferred to Bombay in the year 1925.

Mechanical development of the press.

449. In the year 1913, a small beginning was made with mechanical composition at Bombay by the purchase of a monotype machine for the Government Central Press. This section of the press proved to be very useful and was developed from time to time. The section at present consists of 14 monotype casters, 15 key-boards and 6 linotypes.

450. In 1916, following the example of the Government of Madras who had established a rubber stamp section in their press in 1913 and after deputing the Superintendent, Government Printing, to Madras to study the subject, Government sanctioned the establishment and plant required for the manufacture of rubber stamps at the Government Central Press. The new arrangement has proved very economical compared with the previous system of purchase by annual contracts followed by the stationery office.

451. In 1919, owing to paucity of labour at that time, a Multigraph section was introduced in the Central Press with six compotypes and a multigraph printer, worked by female labour. This section was grouped with the mono-operating section, which was also managed by female labour, and both together placed under the supervision of one forewoman. The multigraph section was, however, abolished from 1st March 1932 as being no longer necessary.

452. The Lithographic section of the Government Central Press which was established in 1882 was also closed down with effect from 1st of April 1930 and all cartographical work was transferred to the Government Photozincographic Press, at Poona.

Rules and procedure to be followed in getting printing and binding work done at the Government presses or in getting supplies of Standard and special forms and envelopes.

453. The work of the printing department of the Bombay Government mainly consists of—

(1) Printing and binding work of all departments of the Bombay Government and such other officers of other Governments and Local bodies as have been authorised to get their work done at the Bombay Government presses to the extent they are so authorised.

(2) Manufacture of envelopes.

(3) Manufacture of rubber stamps.

(4) To reproduce charts, maps, diagrams, etc.; prepare line blocks or half tone blocks for Government work.

There are three Government presses in the Province of Bombay, viz :—

(*i*) the Government Central Press, Bombay;
(*ii*) the Yeravda Prison Press, Yeravda; and
(*iii*) the Photozincographic Press, Poona.

454. The Superintendent, Government Printing and Stationery Bombay (whose post was sanctioned by Government Resolution, General Department, No. 8723, dated 1st December 1913, and Government Resolution, General Department, No. 5114, dated 30th June 1914) exercises administrative control over all these Presses and is assisted by Managers of the presses (gazetted officers, *vide* Government Order, General Department, No. 4941, dated 23rd June 1915) who are in direct executive charge of the respective presses. The control of the Photozincographic Press, Poona, was transferred to the Superintendent, Government Printing and Stationery, Bombay, both administratively and commercially, with effect from 1st April 1940 (*vide* Government Resolution, General Department, No. 4529/33, dated 25th September 1939).

455. The work generally done at each of the Government Presses is shown in detail under each press and requisitions for doing the respective items of work should be made accordingly.

456. *Powers of the Manager, Government Central Press, Bombay.*— (1) To appoint and promote persons to hold all the posts on the subordinate establishment of the press with the exception of the following appointments :—

Assistant Managers.
Head Clerk.
Accountant.
Establishment Clerk.
Head Reader.
Foreman (Confidential)
Foreman, Book Department.
Overseer.
Binding Foreman.
Mono Mechanic and foreman type foundry.
Lino Mechanic.

(Rule 87, Appendix D, to the Bombay Civil Services Classification and Recruitment Rules.)

(2) To appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien and which can be filled up substantively by the Manager. (B.C.S.R. 9 (37), Appendix I—, Chapter II, Financial Publication No. V.)

(3) To transfer a lien from one post to another which can be filled substantively when they fall vacant. (B.C.S.R. 21, Appendix I, Chapter III, Financial Publication No. V.)

(4) To fix the pay of a Government servant officiating in a post at a rate less than that admissible under B.C.S.R. 57. (B.C.S.R. 66, Appendix I, Chapter IV, Financial Publication No. V.)

(5) To remove Government servants from service or to require them to retire on grounds of misconduct, insolvency or inefficiency in respect of Government servants of subordinate service only, subject to the condition that before any such order is issued the procedure prescribed in Bombay Civil Services Conduct, Discipline and Appeal Rules is followed. (B.C.S.R. 165-A, Appendix I, Chapter IX, Financial Publication No. V.)

(6) To declare that a Government servant whose pay does not exceed Rs. 30 is entitled, for journeys by steamer, to lowest class accommodation only. (B.C.S.R. 406, Appendix I, Chapter XII, Financial Publication No. V.)

(7) To grant permission to take up service or accept private employment, during leave preparatory to retirement, in the case of a Government servant retrenched on reduction of establishment. (B.C.S.R. 638, Appendix I, Chapter XV, Financial Publication No. V.)

(8) To sign establishment, travelling allowance, contingent and other bills etc. of the officers of which he is the head. (Appendix I, T.O. 16, Sub-Rule 23 of Financial Publication No. II.)

(9) To grant leave of any description other than special disability leave, admissible under the rules applicable to the persons concerned in respect of the holders of the posts which can be filled up by the Manager. (Rule 623 of the B.C.S.R., Financial Publication No. V, Appendix XLIV-A and B, Parts I and II of the B.C.S.R., Financial Publication No. V).

(10) To extend leave of a Government servant who remains absent after the end of his leave which was granted by the Manager. (B.C.S.R. 645, Appendix I, Chapter XV, Financial Publication No. V)

(11) (*a*) To grant leave to Government servant who is declared by a medical committee to be completely and permanently incapacitated. (B.C.S.R. 682, Appendix I, Chapter XV, Financial Publication No. V.)

(*b*) To grant maternity leave. (B.C.S.R. 771, Appendix I, Chapter XV, Financial Publication No. V.)

(12) To sanction pension which is certified by the Accountant General to be clearly and strictly admissible under the rules to the non-gazetted Government servants. (B.C.S.R. 213, Appendix I, Chapter XI, Financial Publication No. V.)

(13) To grant subsistence grant to a Government servant under suspension. (B.C.S.R. 151, Chapter VIII, Financial Publication No. V.)

(14) To endorse cheques.

(15) To make payment of money into treasury. (G.R. G.D., No.7049, dated 3rd September 1914).

(16) To impose the following penalties, for good and sufficient reasons upon members of the subordinate services whom the officer has power to appoint :—

(*i*) Censure ;

(*ii*) withholding of increments or promotions including stoppages at an efficiency bar ;

(*iii*) Reduction to a lower post on a fixed pay or on time-scale or to a lower stage in a time-scale ;

(*iv*) Recovery from his pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders ;

(*v*) Fine ;

(*vi*) Suspension ;

(*vii*) Removal from the civil service of the Crown ; which does not disqualify from future employment ;

(*viii*) Dismissal from the civil Services of the Crown which ordinarily disqualifies from future employment (Penalty of fine shall not be inflicted on such members of subordinate services—other than menials and inferior servants—as were in service on 27th May 1930).

The discharge (1) of a person appointed on probation during the period of such probation, (2) of a person appointed, otherwise than on contract, to hold a temporary appointment, on the expiration of the period of that appointment, and (3) of a person engaged under contract, in accordance with the terms of his contract, does not amount to removal or dismissal within the meaning of this rule. (Rules 33 and 34 (1) of Financial Publication No. VIII.)

(17) To sanction an advance to the employees from the General Provident Fund. (Bombay General Provident Fund Rule 14.)

(18) To sanction recurring expenditure upto Rs. 10 per mensem and for a period not exceeding six months' duration subject only to the existence of the necessary budget provision. (Rule 86, exception (*b*) of the Financial Publication No. I and Serial No. 12 of the Financial Publication No. VII.)

(19) To sanction refunds due to return of Government publications and forms sold to the public or other bodies or departments. (Serial No. 14 of the Financial Publication No. VII.)

(20) To purchase an article of furniture of dead stock when the value of each article does not exceed Rs. 50. (Manual of Contingent Expenditure, Rule 72 (*b*), Financial Publication No. IX.)

(21) To write off unserviceable articles of dead stock up to the limit of sanction for purchase. (Serial No. 38 of Financial Publication No. VII, Rule 83, Financial Publication No. IX.)

(22) To sanction advances of pay and travelling allowance to the members of the Government Central Press establishment in case of transfer. (*Vide* Serial No. 36 of Financial Publication No. VII.)

(23) To employ casual labour up to Rs. 3 per day. (*Vide* Serial No. 92 of Financial Publication No. VII.)

(24) To execute mortgage deeds given as security in connection with the employment of treasurers, cashiers or clerks in account offices, charged with the disbursement of money.. (*Vide* Serial No. 24 (2) of the Financial Publication No. VII.)

(25) To purchase articles of stores, spare parts, etc., which are not on contract subject to the limitation that the value of any one article or similar articles of European and Indian manufacture shall not exceed Rs. 50 and Rs. 100 respectively on every occasion of purchase. (This money limit will not apply to the purchase of spare parts of European manufacture for the Monotype and Linotype machines). Letter No. A.B. 47, dated 3rd April 1927, addressed to the Yeravda Prison Press, from the Superintendent, Government Printing and Stationery, Bombay.)

Work done at the Government Central Press, Bombay.

A

Serial No.	Name of work.	Authority for printing.
1	The Bombay Government Gazette (Weekly)	....
2	The Bombay Police Gazette (Weekly) ..	G.R., J.D., No. 4900 of 1st August 1902.
3	The Labour Gazette (monthly) ..	G.O., G.D., No. 7819 of 29th June 1921.
4	The Bombay Civil List (six-monthly) ..	G.R., G.D., No. 4063 of 22nd December 1932. G.R., G.D., No. 4063 of 6th January 1933.
5	The History of Services ..	G.R., G.D., No. 48 of 6th June 1922. (This authority is for printing in seven parts). G.R., G.D., No. 9262 of 1st February 1933. (Authority for printing in Royal 8vo size and running number of pages for all the Parts.)
6	The Departmental Annual Administration Reports.	*See* List attached on page 151.
7	Reports of Special Committees and Commissions appointed by Government.	Sanctioned each time under fresh Government orders.
8	All printing and binding work for the Legislative Council and Assembly and Secretariat offices.	
9	Dinner Lists, Plans, Engagement Lists, Tour-Programmes etc. of His Excellency the Governor of Bombay.	....
10	Die Stamping for the Secretary to the Governor and Military Secretary to Governor and for M.L.C.s, M.L.A.s and Ministers.	....
11	Financial Publications and other Departmental manuals and Correction Slips thereto.	Sanctioned each time under fresh Government orders.

Serial No.	Name of work.	Authority for printing.
12	The Audit Notes on the Accounts of Local Bodies and Government Institutions.	G.R., G.D., No. 2216 of 13th November 1929. G.R., G.D., No. S-42 of 24th May 1935.
13	Record of murder cases under Section 307 of Criminal Procedure Code and Record of Confirmation Cases of His Majesty's High Court of Judicature, Bombay.	G.R., J.D., No. 2279 of 14th April 1893. G.R., J.D., No. 6398 of 20th September 1894.
14	Criminal Appeals ..	G.R., L.D., No. 22 of 12th January 1912.
15	Work for the Bombay Medical Council ..	G.R., G.D., No. 8807 of 19th December 1912. G.R., G.D., No. 880/33 of 12th June 1935.
16	Work for the Registrar, Board of Indian System of Medicine.	G.R., G.D., No. 3982/33 of 23rd April 1940.
17	Work for the Central Cotton Committee ..	G.R., G.D., No. 6603 of 19th October 1928.
18	Work for the College of Physicians and Surgeons.	G.R., G.D., No. 9627 of 14th December 1915.
19	Work for the Prince of Wales' Museum ..	G.R., G.D., No. S-42 of 7th August 1923.
20	Work of the Rambilas Anandilal Podar College.	G.R., G.D., No. 3281/33 of 23rd June 1941.
21	Work for the Board of Physical Education.	G.R., E.D., No. 5310 of 20th June 1938.
22	Work for the Bombay Nurses, Midwives and Health Visitors' Council.	G.R., G.D., No. 1255/33 of 18th January 1936.
23	Work for the Provincial Board for Adult Education.	G.R., E.D., No. 6473 of 23rd November 1938 and G.R., E.D., No. 6971 of 6th June 1939.
24	Printing work for the Industrial Court—such as Awards and Orders.	G.M., P. & S.D., No. 2955/34-E of 30th September 1939.
25	Special Forms for the Officers in Bombay and Suburban.	G.R., G.D., No. 2636/33, dated 4th July 1938.
26	Returns of Civil and Military Buildings with additions and alterations and reprints	G.R., P. W. D., No. A-415, dated 12th February 1908
27	Returns of Provincial Irrigation Buildings	Circular Memorandum, P. W. D., No A-1421 of 3rd June 1903.
28	Gradation List of Officers ..	As per list attached. *See* page 157.
29	Half-yearly Lists of B.M.S. and S.M.S. officers.	

Serial No.	Name of work.	Authority for printing.
30	Voting Papers for the District Local Boards.	G.R., G.D., No. 4455 of 9th August 1924.
31	Electoral Rolls and Ballot Papers for the Bombay Legislative Assembly and Council and Indian Legislative Assembly and forms in connection with the elections.	
32	Departmental Prospectuses and Calendars.	
33	Circulars issued by His Majesty's High Court of Judicature, Bombay (Civil and Criminal).	G.R., H.D., No. 9850/2, dated 13th June 1933.
34	Circulars issued by (1) Accountant General, Bombay, (2) The Examiner Local Fund Accounts, Bombay, (3) The Surgeon-General with the Government of Bombay, and such other heads of departments and offices who are authorized by Government to issue printed circulars.	
35	Indents for stores required from England ..	G.R., G.D., No. 236 of 21st January 1903.
36	Confidential work for Government including College and High School Examination Papers.	For question papers—see list D on page 154.
37	The Examination papers and other confidential and non-confidential work for the University of Bombay.	G.R., E.D., No. 620 of 28th April 1900. G.R., F.D., No. 444 of 1st February 1881.
38	Binding of Library Books and Office Files for the Officers in Bombay, Bandra and Thana.	G.R., G.D., No. 6986 of 6th July 1932.
39	Manufacture of Rubber Stamps ..	G.R., G.D., No. 7876 of 27th November 1916.
40	Bombay Information Series, in English, Marathi, Gujarathi, Kannada and Urdu.	Government Letter, H.D. (Political), No. 3193-Poll., of 27/28th December 1939. (Subsequently amending the number of copies under various orders.)
41	Monthly Indian Law Report.	
42	Catalogue of Books (quarterly) ..	G.R., G.D., No. 1090 of 30th April 1879 (See Rule 9 printed as an accompaniment to G.R., H.D., (Political) No. 2493-Poll. dated 19th November 1923.
42A	R. I. N. List (quarterly).	
43	Annual Budgets.	
44	Acts and Bills.	

Serial No.	Name of work.	Authority for printing.
45	Selections from Poona Residency Records..	G.R., P. & S.D., No. 6898-IV of 12th March 1937 and No. 6898 of 3rd September 1910.
46	Legislative Council and Assembly Debates and Questions for every day of the Sessions and other items for both the Houses as per list attached.	Please see List B on page 150.
47	Summaries of Annual Administration Reports in English and regional languages.	G.R., P. & S.D., No. 2334/34, dated 14th February 1940.
48	Selected decisions of the Bombay Revenue Tribunal in the form of Quarterly Report.	G.R., R.D., No. 4203/39, dated 8th July 1940.
49	Revision Settlement Reports in English and Regional languages and Selections in English only.	G.R., G.D., No. 1093/28, dated 18th October 1940.
50	Traffic Notices for the guidance of the Motorists and the public.	G.R., H.D., No. 1800/4, dated 17th March 1929.
51	Economy Slips with printed addresses to Secretariat departments.	G.R., G.D., No. 1185 of 13th August 1923, 29th November 1929 and G.M., G.D., No. 1185/14-C, of 14th November 1935.
52	Forest Department Working Plans ..	G.R., R.D., No. 3553 of 1st May 1896 and No. 3735 of 10th June 1903.
53	Town Planning Schemes ..	Sanctioned from time to time.
54	Technical Papers—P. W. D. ..	Sanctioned from time to time.
55	List of candidates for Mamlat in the Southern Division (annual).	G.M., R.D., No. 8628/33/26308-E, dated 6th November 1941.
56	List of Newspapers published in the Province of Bombay (annual) and a list of corrections thereto (monthly).	G.R., H.D. (Political) No. 1835-Poll, dated 18th October 1937.
57	List of publications forfeited by the Government of Bombay and other Provincial Governments and Administrations.	H.D. (Political) Endorsement No. 168-Poll, dated 30th January 1924.
58	List of forfeited Publications from which the ban was removed.	
59	Loan Prospectuses and other similar notifications of other Governments received from the Manager, Reserve Bank of India, Bombay.	G.M., F.D., No. 517-E of 5th May 1937.
60	Confidential work of the Reserve Bank of India.	G.R., G.D., No. 2849/33 of 21st July 1938.
61	Capital and Revenue Accounts of Provincial Buildings.	G.R., P.W.D., No. P-70/28584 of 7th February 1933.

Serial No.	Name of work.	Authority for printing.
62	Consolidated list of all cases pending disposal of the Appellate Side of the High Court on 1st January every year.	G.R., H.D., No. 9850/2, dated 13th June 1933.
63	Budget Grant Statement received from the heads of departments.	G.C., G.D., No. 1263 of 29th May 1926.
64	Notices, Orders, etc., issued by the Commissioner of Police, Bombay, or the Chief Presidency Magistrate.	G.R., J.D., No. 2951 of 8th May 1918.
65	Work of the Central Government officers on the express sanction of the Controller of Printing only such as Notices to Mariners, Monthly list of average values, classified and Consolidated Abstracts, Six-monthly Budget Estimates, General Letters, etc.	

458. *List of items printed for the Legislative Assembly and Council offices.* (Please see Serial No. 46 of statement A.)

B

1. Proceedings of the Bombay Legislative Assembly and Council.
2. Government and Private Bills at various stages.
3. Select Committees' Reports.
4. Opinions received on a Bill, when a bill is published for eliciting public opinion thereon.
5. Consolidated lists of amendments to Bills.
6. Monthly Statement of Bills.
7. Questions Lists.
8. Questions and Answers Lists.
9. Agenda.
10. Budget Motions.
11. Bombay Legislative Assembly and Council Rules.
12. Legislature Manual.
13. Library Catalogue.
14. Digest of Speaker's Rulings.
15. List of Members together with their addresses.
16. Daily Debates.

459. *List of Annual Administration Reports printed at the Government Central Press, Bombay.*

(Please see serial No. 6 of Statement A.)

C

Serial No.	Name of Report.	Authority for printing.
1	Annual Administration Report of the Land Records Department.	G.O., G.D., No. 659, dated 27th January 1916.
2	Annual Administration Report of the Excise Department in the Bombay Province.	G.O., G.D., No. 659, dated 27th January 1916.
3	Annual Administration Report of the Forest Department.	G.O., G.D., No. 659, dated 27th January 1916.
4	Annual Administration Report of Silvicultural Research.	G.R., R.D., No. 2668/28, dated 1st July 1929.
5	Annual Administration Report of the Registration Department.	G.O., G.D., No. 659, dated 27th January 1916.
6	Annual Administration Report of the Municipalities in the Province of Bombay.	G.R., G.D., No. 3065/33, dated 18th November 1938.
7	Annual Administration Report of the Local Boards in the Province of Bombay.	G.R., G.D., No. P-52 of 27th September 1929 and No. 3065/33 of 18th November 1938.
8	Annual Report, Examiner of Local Fund Accounts.	G.M., G.D., No. P-42 (2)—5447A dated 15th July 1929.
9	Annual Report on the working of the Backward Class Department.	G.C.M., G.D., No. 980, dated 5th April 1930.
10	Juvenile Branch Administration Report ..	G.R., H.D., No. 1462/4 of 9th December 1938. G.L., H.D., No. 1462/4 of 28th January 1938.
11	Annual Report of the Yeravda Industrial School.	G.O., G.D., No. 659, dated 27th January 1916.
12	Annual Report on Jails in the Bombay Province.	G.O., G.D., No. 659, dated 27th January 1916.
13	Annual Report of the David Sassoon Industrial School.	G.O., G.D., No. 659, dated 27th January 1916.
14	Annual Report on the Bombay Province Probation and After Care Association and Borstal School, Dharwar.	G.L., H.D., No. P. 158 of 13th July 1935.
15	Annual Report on working on Criminal Tribes Act of the Province of Bombay.	Govt. Letter, J.D., No. 9034 of 27th October 1919.
16	Annual Report of the Veterinary Department.	G.O., G.D., No. 659, dated the 27th January 1916.
17	Annual Report of Veterinary Investigations.	Govt. Endorsement, R.D., No. 234-A-39, dated 8th March 1939.

Serial No.	Name of Report.	Authority for printing.
18	Biennial Administration Report on Town Planning and Valuation Department.	G.M., G.D., No. S-42-A, dated 22nd April 1930.
19	Land Revenue Administration Report ..	G.O., G.D., No. 659 of 27th January 1916.
20	Administration Report—Parts I and II—Irrigation.	G.R., P. W. D., No. 2209/27, dated 21st November 1929.
21	Administration Report of the Bombay-Sind Public Service Commission.	G.M., Poll. and Reforms Department No. 1718/34-D, dated 3rd May 1937.
22	Administration Report on the Police for the City of Bombay.	G.R., J.D., No. 4695 of 29th July 1893. G.R., H.D., No. 8067 of 4th April 1929.
23	Annual Administration Report of the Police Department of the Bombay Province.	G.R., J.D., No. 4805 of 11th July 1900. G.R., H.D., No. 8067 of 4th April 1929.
24	Administration Report of Sir J. J. School of Art.	G.R., E.D., No. 5570 of 13th September 1933.
25	European School Kindergarten Examination Report.	G.R., E.D., No. 1423 of 25th February 1924. G.R., E.D., No. 1423 of 17th April 1925.
26	Administration Report on Mental Hospitals.	G.O., G.D., No. 659 of 27th January 1916.
27	Administration Report of Chemical Analyser to Government.	G.O., G.D., No. 659 of 27th January 1916.
28	Administration Report of the Civil Hospitals and Dispensaries.	G.O., G.D., No. 659 of 27th January 1916.
29	Administration Report of Grant Medical College.	G.R., G.D., No. 7347 of 7th February 1919.
30	Administration Report of Board of Public Health Works.	G.R., G.D., No. P. 75 of 23rd July 1926. G.M., G.D., No. P-75A of 19th September 1930.
31	Administration Report of Public Health ..	G.O., G.D., No. 659 of 27th January 1916.
32	Administration Report of Haffkine Institute.	G.O., G.D., No. 659 of 27th January 1916.
33	Administration Report of the Department of Agriculture.	G.O., G.D., No. 659 of 27th January 1916.
34	Administration Report on working of Co-operative Societies in Bombay Province.	G.O., G.D., No. 659 of 27th January 1916.
35	Administration Report of the Rural Development in the Province of Bombay.	G.R., R.D., No. 4090/33 of 4th October 1939.

Serial No.	Name of Report.	Authority for printing.
36	Administration Report of the Committee of Direction for Technical and Industrial Training.	G.M., G.D., No. 6576K of 24th April 1939.
37	Administration Report of the Department of Industries.	Government Endorsement, R.D., No. 3862 of 14th April 1919.
38	Administration Report of the Department of Industries (Fisheries Section).	Do,
39	Administration Report on Working of Indian Factories Act.	G.O., G.D., No. 659 of 27th January 1916.
40	Administration Report of Workmen's Compensation Act, 1923.	G.M., G.D., No. P-76/9508D of 10th August 1925.
41	Administration Report on the Administration of Bombay Smoke Nuisances Act.	G.M., P.D., No. P-157-B of 9th June 1931.
42	Administration Report on Working of Trade Dispute Act, 1929.	G.M., P.D., No. P-124 of 2nd June 1930.
43	Administration Report on Administration of the Indian Boilers Act, 1923.	....
44	Administration Report on the working in Indian Trade Unions Act, 1926.	G.R., G.D., No. 980 of 29th March 1922. G.M., G.D., No. P. 791-D of 16th November 1928.
45	Administration Report of Civil and Military Works of Public Works Department.	Received from P. W. D.
46	Administration Report on the Administration of the Industries Housing Scheme.	Do.
47	Administration Report of the Printing and Stationery Department.	G.R., G.D., No. P. 63 of 18th April 1929.
48	Financial Account and Audit Report ..	C.P.O. No. 8/0/35-P, dated 22nd October 1935.
49	Appropriation Accounts ..	
50	Annual Review on the Working of the Treasuries.	G.M., F.D., No. P. 167-A of 17th August 1927.
51	Annual Report on Public Instruction in Bombay Province and its Supplement.	G.O., G.D., No. 659 of 27th January 1916.
52	Annual Administration Report of the Bombay Collectorate.	
53	Annual Stamp Statistical Tables ..	Government Endorsement, R.D., No. P. 278/12281-E of 16th July 1928.
54	Administrative Report on the Administration of Minors' Estates.	G.O., G.L., No. 659 of 27th October 1916.
55	General Administration Report ..	G.O., G.D., No. 659 of 27th January 1916.

Serial No.	Name of Report.	Authority for printing.
56	Report on the Minors' Estates ..	Received from Govt. in the R.D.
57	Report on the Administration of Civil and Criminal Justice.	G.O., G.D., No. 659 of 27th January 1916.
58	Annual Report of the Kannada Research Office and Kannada Research Work.	G.R., E.D., No. 6563 of 25th July 1941.
59	Annual Report on the Administration of the Motor Vehicles Act for Bombay City.	H.D., No. 8697/3 of 1st July 1937.
60	Annual Report on the Administration of the Motor Vehicles Act for the Presidency.	G.R., H.D., No. 8627/3 of 1st July 1937.
61	Annual Progress Reports of the Schemes financed by the Imperial Council of Agricultural Research.	G.M., R.D., No. 1156/1/28 of 7th October 1933. G.M., R.D., No. 466A/39 of 31st August 1939.

460. *List of Question Papers printed in the confidential room.*
(Please see item 36 of Statement A.)

D

Serial No.	Description.	Authority for printing.
	Question Papers for—	
1	The Government High Schools Examinations.	G.R., G.D., No. 61 of 10th January 1879.
2	The Government Secondary Schools Examinations.	
3	The Elphinstone High School Examinations, Bombay.	G.R., E.D., No. 4890 of 27th May 1931.
4	The Drawing and Craftwork Examination in English and Regional languages.	G.O., E.D., No. 628 of 7th March 1916.
5	The Architecture Examination ..	G.M., E.D., No. 7150-E, dated 6th October 1939.
6	The Accountancy and Diploma Classes Examination.	G.O., E.D., No. 3355 of 19th November 1915.
7	The Vernacular Final Examination for Boys and Girls.	....
8	The Secondary Teachers' Certificate Examination.	....
9	The Government Colleges Examinations ..	G.R., E.D., No. 61 of 10th January 1879.

Serial No.	Description.	Authority for printing.
	Question Papers for—	
10	The Sessional Examination of the Government Apprentice Scheme.	G.O., G.D., No. 1487 of 23rd March 1933. Also G.R., G.D., No. 9887 of 22nd April 1936.
11	The Government Diploma in Co-operation and Accountancy.	G.R., G.D., No. 252-A of 8th February 1937.
12	The Departmental Examination of the Non-Gazetted Executive Officers of the Income Tax Department.	Controller of Ptg. and Stny., India, No. P-26/3/35 of 16th October 1935 and 6th April 1936.
13	The Articled Clerk's Examination ..	G.R., H.D., No. S-70-(4) (A) of 15th November 1940.
14	The Departmental Examination of the Non-Gazetted Officers of the Excise Department.	G.R., R.D., No. 3066/33 of 7th December 1934.
15	The Central Police Training School, Nasik..	G.R., H.D., No. 518/2 of 17th August 1926.
16	The University of Bombay ..	G.O., E.D., No. 957 of 6th April 1916, and G.R., E.D., No. 620 of 28th April 1900.
17	The Industrial and Technical Schools under the control of the Committee of Direction.	Dept. of Industries No. Tech. 4201 of 3rd November 1939.
18	The Ranger Candidates' Examination ..	G.R., G.D., No. 9887 of 5th September 1934.
19	The Examination held under the Auditors' Certificate Rules, 1932.	Government of India sends a letter every year for this examination.
20	The High and Middle School Scholarship Examination.	G.R., E.D., No. 4121 of 22nd January 1938.
21	The Annual examination of the Government Hand Weaving Institute, Poona.	G.R., G.D., No. 8323 of 10th April 1933.
22	The Efficiency Bar Examination of the Bombay Medical Service and Subordinate Medical Service Officers.	G.R., G.D., No. 7977 of 9th July 1930.
23	The Examination under the Bombay Boiler Rules, 1924.	G.R., G.D., No. 4699 of 12th November 1889.
24	The Police Departmental Examination in Law for Sergeants and Head Constables.	G.O., H.D., No. 518/2 of 17th August 1926, and G.O., J.D., No. 4022 of 25th July 1890.
25	The Departmental Examination of Forest Clerks.	G.O., E.D., No. 9/1575 of 10th September 1931. Also see Rule No. 9 in Appendix XIV of the B. P. Forest Manual, Vol. I.

Serial No.	Description.	Authority for printing.
	Question Papers for —	
26	The Sub-Service Departmental Examination.	G.R., H.D., No. 236/2 of 22nd April 1927.
27	The Qualifying Examination for entry to the I.M.M.T.S. "Dufferin".	Government of India No. 3248 of 17th February 1928. Controller of Printing and Stationery, No. 16-1-34-P of 20th February 1934.
28	The Examination of Accounts Clerks and Local Fund Accountants for Districts and School Boards.	G.R., G.D., No. 542, dated 22nd September 1930, and G.R., G.D., No. 4533 of 3rd October 1930.
29	The Departmental Examination of Clerks in the Judicial Department.	G.R., H.D., No. 9850/2 of 13th March 1933.
30	The Departmental Examination of Clerks in the Police Department.	G.R., H.D., No. 9546/2 of 25th August 1931.
31	The Sanitary Inspectors' Examination ..	G.R., G.D., No. P-72 of 22nd November 1923.
32	The L.C.P.S. Examination ..	G.R., G.D., No. 9627, dated 14th December 1915.
33	The Nurses, Midwives and Health Visitors .	G.R., G.D., No. 9097 of 6th May 1932, and G.R., G.D., No. 1255/33 of 18th January 1936.
34	The Advocates' Examination ..	G.R., H.D., No. 9850/2 of 13th June 1933.
35	The Language Examination ..	G.M., P. & S.D., No. 1718/34-D, dated 3rd May 1937.
36	The Electrical Supervisors' and Wiremen's Examination.	G.R., P.W.D., No. 7849/27 of 9th January 1934.
37	The Hindustani Shikshak Sanad Examination and the Refresher Course Examination.	G.R., G.D., No. 7252, dated 20th March 1940.
38	The Physical Education, Kandivali ..	G.R., E.D., No. 7044 of 16th August 1939.
39	The Royal Institute of British Architects.	Authorized yearly by fresh Government Orders.
40	The Annual Associate Examination of the Indian Institute of Bankers.	
41	The Cambridge Junior and Schools Certificate Examination.	G.M., G.D., No. 7199/E of 23rd November 1939.
42	Examination of Postal Department .. —	Telegram No. 6564-P of 2nd October 1937 from Controller of Printing and Stationery.

461. *Gradation lists printed at the Government Central Press, Bombay.*

(Please see item 28 of Statement A.)

E

Serial No.	Department for which the Gradation List is printed.	Period of printing.	Authority for printing.	Remarks.
1	Gradation lists of the staff of *all* departments of the Secretariat.	Half-yearly.	G.R., G.D., No. 9542, dated 17th October 1941.	
2	Seniority list of Supervisors and Overseers, P. W. D.	Annually.	G.M., P.W.D., No. 117/2831-E of 6th February 1933.	
3	List of Gazetted Officers of the Land Records, Land Revenue Departments, etc.	Quarterly.	G.M., R.D., No. S. 6/2064-E of 16th February 1933.	
4	List of Gazetted Officers holding appointments under the Home Department (excluding the Subordinate Civil Judicial Service and officers of the Police Department in the Bombay Province.	Half-yearly.	G.R., G.D., No. 9542, dated 17th October 1941.	
5	List of Gazetted Police Officers, except Superintendents and Inspectors of the Bombay City Police and Inspectors of Police in the mofussil, under the Home Department in the Province of Bombay.	Do. ..	Do.	
6	Gradation list of Officers belonging to the Judicial Service in the Province of Bombay.	Do. ..	Do.	
7	P. W. D. Portion from Civil List.	Do. ..	G.M., P.W.D., No. S. 17/18595-M, dated 11th August 1933.	
8	List of Gazetted Forest Officers and Rangers issued by the Chief Conservator of Forests.	Annually.	G.R., R.D., No. 274/33 of 11th September 1933.	
9	List of Subordinate Veterinary Establishment issued by the Director of Veterinary Services, Bombay Presidency.	Do. ..	Do.	
10	Departmental Gradation list issued by the Inspector-General of Registration.	Do. ..	Do.	
11	Gradation List of Graduates and Non-graduate assistants and of clerks in the Agricultural Department.	Do. ..	Do.	
12	The Bombay Excise Directory issued by the Commissioner of Excise, Bombay.	Do. ..	Do.	
13	List of S. M. S. Officers from the Surgeon-General with the Government of Bombay	Do. ..	G.O., G.I., No. 2433, dated 20th March 1915.	
14	List of Mamlatdars and D. L. R. from Civil List.	Six-monthly.	G.R., R.D., No. 274E/33 of 20th February 1934.	

462. *List of Periodical returns submitted by the Government Central Press, Bombay.*

F

Serial No.	Period of the Return.	Due date of Submission.	Description of the Return.	To whom to be sent.	Authority.
1	2	3	4	5	6
1	Weekly ..	Monday ..	List of Publications published during the week ending Saturday.	Director of Information, Bombay.	G.O., G.D., No. 7451 of 13th July 1920.
2	Monthly ..	3rd of each month ..	Statement of Invoices for supplies made.	Accountant General, Bombay ..	General Letter No. 6 (T. M. Reforms-1088) of 5th August 1939 from the Accountant General, Bombay.
3	Do. ..	Do. ..	Abstract Bill for supplies received and to be adjusted by book transfer.	Do. do. ..	
4	Do. ..	1st of each month ..	Statement of cash received and credited into Treasury.	Superintendent, Government Printing and Stationery, Bombay.	G.C., G.D., No. 6611 of 6th September 1929.
5	Do. ..	10th of each month ..	Detailed Bill of Contingent Charges (for amounts) drawn on Abstract Bills during the Month.	The Accountant General, Bombay, through the Superintendent, Government Printing and Stationery, Bombay.	Rule 20 (*a*) and (*b*) of Financial Publication No. IX (Manual of Contingent Expenditure) and G.R., F.D., No. 3471 of 24th September 1915.
6	Do. ..	Do. ..	Monthly Statement of Expenditure.	Superintendent, Government Printing and Stationery, Bombay.	G.R., F.D., No. 2613, dated 7th September 1925.

7	Yearly ..	25th April ..	Quarterly Statement for quarter ending 31st March of expenditure in duplicate.	Do.	do. ..	Letter No. A. B. 398 of 27th April 1937 from the Superintendent, Government Printing and Stationery, Bombay, and G.M., G.D., No. P.-167-C of 11th June 1935.
8	Six monthly ..	15th October ..	Report regarding probable alterations in the Budget Estimates (Receipts and expenditure) by minor heads on the basis of the actuals for the first six months of the year current and other information available (both in India and England).	Do.	do. ..	G.R., F.D., No. 270-C of 23rd July 1932 and letter No. A. B. 2261 of 9th October 1935 from the Superintendent, Government Printing and Stationery, Bombay.
9	Eight monthly ..	10th December ..	Report on the basis of actuals of first eight months of the year current, etc.	Do.	do. ..	Do. do.
10	Nine monthly ..	15th January ..	Report on the basis of actuals of first nine months of the year current, etc.	Do.	do. ..	Do. do.
11	Annual ..	10th January ..	Annual Return of Operatives in duplicate.	The Chief Inspector of Factories, Bombay Province, Bombay.		Under the Factory Act XXV of 1934 as required by the Government of India, Notification No. L. 3050 of 8th August 1935, Department of Industries and Labour (Factories).
12	Do. ..	Do. ..	Return showing the cost of work done for the Registration Department during the Financial Year.	Inspector-General of Registration, Bombay Province, Poona.		G.R., G.D., No. 6705 of 3rd January 1927.
13	Do. ..	15th January ..	Return showing the cost of work done for the Jail Department during the Financial Year.	Inspector General of Prisons, Bombay Province, Poona.		Do. do.

Serial No.	Period of the Return.	Due date of Submission.	Description of the Return.	To whom to be sent.	Authority.
1	2	3	4	5	6
14	Annual ..	15th January ..	Annual Statement of Accidents and Compensation paid as per Workmen's Compensation Act, in duplicate.	Commissioner for Workmen's Compensation, Bombay.	Government of India Notification No. L.-1189 of 28th March 1935, Department of Industries and Labour, republished in Government of Bombay, Political and Reforms Department, Notification No. 61/34(*b*) of 2nd April 1935 in the *Bombay Government Gazette.*
15	Do. ..	10th April ..	Certificate of Cash Permanent Advance.	Accountant General, Bombay ..	Article 93 (7) of the C. A. C., 8th Edition.
16	Do. ..	5th April ..	Return of Military Officers re-employed.	Superintendent, Government Printing and Stationery, Bombay.	General Letter No. 5 (T. M. 29-C/1376 of 9th September 1940 and General Letter No. 6 (T. M. 29-C/1615), dated 8th October 1940, from the Accountant General, Bombay.
17	Do. ..	Do. ..	Statement showing the names of the applicants who claimed qualifications of conducting an adult education class.	Do. do. ..	G. C., Political and Services Department No. 2512/34, dated 20th August 1941 and Superintendent, Government Printing and Stationery's letter No. M. B. 3229 of 18th September 1941.
18	Do. ..	10th April ..	Establishment Return, in duplicate.	Accountant General, Bombay ..	Article 62 (1) of the C. A. C., 8th Edition.

19	Do. ..	Do. ..	Gradation List of Permanent Establishment.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's letter No. M.B. 2168 of 22nd January 1941.
20	Do. ..	Do. ..	Statement showing the names and details of Income of the employees of the Press whose income is not less than Rs. 1,600 per annum.	Income-tax Officer	Article 21 of the Income-tax Act (Act XI of 1922).
21	Do. ..	Do. ..	Statement showing the names of contractors and the amounts paid to them during the financial year.	Income-tax Officer (through the Superintendent, Government Printing and Stationery, Bombay).	G.R., F.D., No. 5304, dated 2nd April 1927.
22	Do. ..	15th April ..	Forecast of Stores Plant and Machinery, etc., required during the following year.	Superintendent, Government Printing and Stationery, Bombay.	Rule 307 of F. P. No. I and letter from the Superintendent, Government Printing and Stationery, Bombay.
23	Do. ..	5th May ..	Statement of adjustments to be made in the Depreciation Fund Account.	Accountant General, Bombay ..	Letter No. D.A. IV-56-4498 of 19th November 1937 from the Accountant General, Bombay.
24	Do. ..	15th June ..	Annual Cost Statements of the Press (Statements i to iv).	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's letter No. P.B. 456 of 25th May 1939.
25	Do. ..	15th July ..	Annual Report of the Press with Cost Statements of the year.	Do. do. ..	Do. do.
26	Do. ..	15th June ..	Annual Statement of the cost of work supplied to the officers of the (1) Central Government and (2) 48, Army and Marine Departments (Central).	The Accountant General, Bombay.	D.A. IV-56/4498, dated 19th November 1937.

Serial No.	Period of the Return.	Due date of submission.	Description of the Return.	To whom to be sent.	Authority.
27	Annual ..	15th July ..	Forecast of the probable value of supplies to the officers of the Central Government during the following year (for budget purposes).	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's letter.
28	Do. ..	15th June ..	Store Account of the Press ..	Accountant General, Bombay ..	Accountant General's letter No. C.A.-1186 of 16th November 1933.
29	Do. ..	15th September ..	Budget Estimate of Receipts and Expenditure—Parts I-B and II-A.	Superintendent, Government Printing and Stationery, Bombay.	Rule No. 302 and Appendix 6 of Financial Publication No. I.
30	Do. ..	20th February ..	Intimation regarding cost of waste paper supplied to the Salvation Army.	Do. do. ..	G.R., P. & S.D., No. 1561/34 of 20th September 1939.
31	Do. ..	15th October ..	Estimate of paper of English and Indian manufacture required during the ensuing year.	Do. do. ..	Letter from Superintendent, Government Printing and Stationery, Bombay, and G.R., G.D., No. 7662 of 30th April 1930.
32	Monthly ..	5th of each month ..	Report on the consignments of paper received from the Mills with two sample sheets from each consignment.	Do. do. ..	Superintendent, Government Printing's letter No. A.B. 1355, dated 3rd August 1932.

33	Annual ..	1st June ..	Intimation of cost of printing and binding work done for the Court Receiver and Liquidator, High Court, Bombay.	Do.	do. ..	G.R., H.D., No. 8831/3 of 9th August 1937.
34	Do. ..	....	Indent for Stores from England.	Do.	do. ..	Rule 132 (8) of the Financial Publication No. IX and G.R., G.D., No. 7662, dated 30th April 1930.
35	Do. ..	30th November ..	Stock taking List (Balance Sheets) of paper and binding material (Two).	Do.	do. .	G.R., G.D., No. P/69 (1) of 17th March 1933.
36	Do. ..	November ..	Stock taking List (Balance Sheet) of Type.	Do.	do. ..	Do. do.
37	Do. ..	September ..	Stock taking Lists (Balance Sheet) of Stores.	Do.	do. ..	Do. do.
38	Do. ..	Do. ..	Stock taking Lists (Balance Sheets) of Dead Stock, Petty Plant and Spare Parts in Store.	Do.	do. ..	Do. do.
39	Quinquennial ..	December ..	Quinquennial Inventory of Dead Stock and Petty Plants articles in use.	Do.	do. ..	G.O., G.D., No. 942 of 26th January 1920.
40	Monthly ..	1st of every month ..	Monthly Statement of Publications authorised to be supplied to Consular Officers or despatched to Neutral Countries.	Do.	do. ..	Departmental Order of the Superintendent, Government Printing and Stationery, Bombay, of 26th September 1941.

Serial No.	Period of the Return.	Due date of submission.	Description of the Return.	To whom to be sent.	Authority.
41	Monthly ..	By the 10th ..	Statement showing names of the Inferior Government servants of the G. C. Press, Bombay, occupying rent free rooms in the D. D. Chawls.	The Manager, Development Department Chawls, Worli, Bombay.	G.R., F.D., No. 4643 of 15th August 1933.
42	Do. ..	By the 5th ..	Statement showing work done for Petrol Rationing Authorities.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's No. M.B. 3926 of 1st November 1941.
43	Yearly ..	10th January ..	Annual Return in Form IV under the Payment of Wages Act.	The Chief Inspector of Factories, B. P., Bombay.	Rule 18 of the Bombay Payment of Wages Rules, 1937.
44	Do. ..	Do. ..	Annual Return under the Bombay Maternity Benefit Act (VII of 1929).	Do. do. ..	Rule 8 of the Maternity Benefit Rules, 1929.
45	Monthly ..	By 5th ..	Statement showing the Overtime allowance granted to peons.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's No. P.B. 2317 of 31st October 1939.
46	Annual ..	1st September ..	Statement of appointments made to the Provincial, Clerical and Inferior Services from 1st August to 31st July.	Do. do. ..	G.C., P. & S. D., No. 1673/34 of 1st November 1939 and Superintendent, Government Printing and Stationery's letter No. A.B. 3388 of 25th November 1939.

47	Do.	5th April ..	Cost of forms and printing work supplied to the Bombay-Sind Public Service Commission.	Do. do. ..	Superintendent, Government Printing and Stationery's No. P.B. 2778 of 22nd December 1939.
48	Monthly	15th of each month..	Monthly Statement of Printing work done for the (1) Central Government, (2) 48, Army and Marine Departments.	(1) The Controller of Printing and Stationery. (2) The Accountant General, Bombay. (3) The Controller of Naval Accounts, R. I. N. Dockyard, Bombay. (4) The Financial Adviser, Military Finance, Simla. (5) The Secretary to the Government of India, Department of Defence, New Delhi.	G.R., G.D., No. 8938 of 9th November 1932 and 5th June 1941.

463. *Orders of Government on the subject of Printing and Binding at the Government Presses.*

G

Order No.	Subject.
G.R., G.D., No. 9469 of 24th November 1914.	Instructions in regard to the transmission of work to the Press for printing.
G.R., G.D., No. 2069 of 10th March 1915 ..	Preparation of indents for stores containing a small number of entries.
G.R., G.D., No. 3106 of 14th April 1915 ..	Return of Proofs to the Presses for final printing.
G.O., G.D., No. 60, dated 4th January 1916..	Instructions for the careful revision of work before it is sent to the Press for printing.
G.O., G.D., No. 3001 of 10th April 1919 ..	
G.O., G.D., No. 3520 of 17th May 1916 ..	General principles to be observed in ordering the binding of forms, etc.
G.O., G.D., No. 6368 of 14th September 1917.	Procedure to be followed by the Secretariat Departments in sending papers to the Presses for printing.
G.O., G.D., No. 3617 of 23rd May 1918 ..	Rules to be observed in sending papers to the Presses for printing.
G.R., G.D., No. 1237 of 5th November 1921.	Secretariat Departments to consult Superintendent, Government Printing and Stationery before sanctioning printing of new books.
G.R., G.D., No. 6970 of 28th June 1928 ..	Question regarding the Budget Head to which the cost of printing and binding work done at Government Presses should be debited in the *pro forma* accounts maintained by the Presses.
G.R., G.D., No. 6970 of 10th August 1929 ..	Approval of the two requisitions forms for sending work to the Presses.
G.R., G.D., No. 6970 of 7th June 1930 ..	Every requisition on the Presses should be accompanied by the necessary form duly completed.
G.R., P.D., No. 8301 of 28th August 1931 ..	Procedure to be followed in sending work to the Presses for printing.
G.O., P.D., No. 8729 of 6th January 1932 ..	
G.O., P. & R.D., No. 9953 of 7th November 1932.	Rules to be observed in sending papers to the Presses for printing.
G.R., G.D., No. 3718 of 25th September 1929.	Time limit for sending Gazette Notifications to the Government Central Press for publication.
G.R., G.D., No. 3718 of 6th August 1936 ..	
G.M., G.D., No. P-212 of 16th May 1939 ..	Use of Calico cloth manufactured by the Jail Department for binding work.

All officers of the Government of Bombay are requested to follow the instructions carefully while sending work to the Government Presses.